



# **Health & Safety Policy**

**(Including fire safety policy)**

**Darul Hadis Latifah Secondary School & College**

This policy is reviewed annually by the governing body, and was last reviewed on September 2019. Md Nazmul Haque is the Health & Safety Officer and he has completed his Level-3 Health & Safety refresher training on 6<sup>th</sup> November 2017.

## **1. INTRODUCTION:**

It is the duty of the Governors of the School (section 2 (1) of the 1974 Act) to ensure so far as is reasonable practicably the health, safety and welfare at work of all employees.

In drafting this policy, the school has referred to DfE guidance *Health and safety, Department for Education advice on legal duties and powers for local authorities, head teachers, staff and governing bodies November 2018*.

## **2. POLICY STATEMENT:**

- a. The Principal is responsible for the implementation and monitoring of the policy.
- b. The policy is regards the health and safety of all employees, pupils and other persons using the school premises as of paramount importance.
- c. The policy is of direct concern to all members of staff and all employees have a duty to cooperate with it. Arrangement must be made to bring it to the notice of all, including new employees.
- d. The governors (through the Principal ) have responsibility under the act as far as is reasonably practicable to:
  - a) Provide and maintain a safe and healthy working environment;
  - b) Provide adequate training and instruction to enable all employees and pupils to perform their work safely and efficiently;
  - c) Promote the development and maintenance of sound safety, health and welfare practices;
  - d) Ensure necessary protective clothing and equipment are available for all employees and pupils for the safe use and handling of machines and substances;
  - e) Maintain a close interest in all matters relating to health and safety.
- e. Employees and other visitors using the school premises have a duty under the acts:
  - a) To work safely and efficiently;
  - b) Not to misuse any machine or substance;
  - c) To use the approved protective clothing and equipment;
  - d) To report any defect in any machine, accessory, electrical cabling;
  - e) To comply with instructions and guidelines issued for their safety and to adhere to correct procedures;
  - f) To take responsible care for health and safety of other persons who may be affected by their act or omissions at work;
  - g) To cooperate with the employer in carrying out the employees own duties and responsibilities under the act

### **3. GENERAL RESPONSIBILITIES:**

The Governing Body has the responsibility for ensuring the Principal produces and revises as necessary an Establishment Safety Policy statement, and the statement is disseminated to employees who work at Darul Hadis Latifah.

Governors and members of staff (teaching and non-teaching) must remember that whilst the Principal is ultimately responsible for ensuring the safety and health of employees, pupils and anyone else on the premises are also responsible for the operation of safety rules, guidelines and procedures as laid down by the school.

Heads of department/subject and line managers are responsible for ensuring that health and safety procedures are developed and implemented for their specific areas of responsibility. This must include ensuring that all equipment or apparatus in the department is in good condition and can be used safely. In practical departments, the head of departments should carry out an assessment under the control of substances hazardous to Health Regulation 1988. See section 4C.

Specific responsibilities in the case of fire accidents etc. are outlined in section 4 below.

### **4. HEALTH AND SAFETY COMMITTEE**

- a. The Health and Safety committee consists of :
  - Muhammad Hasan Chowdhury - Principal
  - Syed Badrul Hussain – Link Governor
  - Mohammad Bodrul Islam – H & S Officer & Bursar
  - Md Nazmul Haque – H&S Officer Assistant/Asst. Principal
  - Md Musleh Uddin - Administrator
- b. The committee should meet once a term to:
  - a) Monitor the health and safety incidents
  - b) Monitor the health and safety inspections
  - c) Investigate serious incidents
  - d) Review health and safety procedures and communication.

### **5. PROCEDURES**

#### **a) FIRST AID**

If First Aid assistance is required please contact the nearest First Aider to the casualty at the time of the accident. Alternatively, send the pupil accompanied to the First Aider. See the first aid policy.

## **b) FIRE SAFETY / FIRE DRILL**

Precaution and safety against incident of fire is the responsibility of all personnel within the building. Firefighting equipment must be properly labeled. Escape routes kept clear of obstructions and clearly marked out. All staff should know the location for firefighting equipment and be trained in the use of it. Fire drill must be performed termly.

### **FIRE SAFETY**

1. All fire exits should be clearly labeled and displayed.
2. All staff and students must be familiarized with the exit and the audibility of the fire bell at the commencement of the new academic year. Fire evacuation plans (maps, showing the quickest evacuation route with an arrow) must be posted in every classroom and other places as appropriate.
3. Practice fire drills should be held every term.
4. A thorough fire risk assessment must be carried out and reviewed annually.
5. Recommended fire extinguishers must be maintained and regularly checked in accordance to the manufacturer's recommendations.
6. All regulatory fire safety checks must be carried out and logged at the appropriate intervals (daily visual checks on potential hazards; weekly fire alarm tests; monthly emergency lighting tests; termly fire drills; annual testing of portable electrical and gas appliances; annual review of the fire risk assessment; annual checks on fire fighting equipment; staff training at appropriate intervals (depending on frequency of staff changes))
7. Fire exits and escape routes must be kept unlocked and clear of obstructions while premises are in use.
8. Exit doors should be marked with fire notices "FIRE DOOR KEEP SHUT" and they should be kept closed.
9. All staffs are required to be familiar with the location of the firefighting equipment and adequate training should be given for the basic use of such equipment.
10. Fire doors should be open-able from inside to outside and not be held or wedged open. External doors should have panic bolts. Doors not in normal use should be checked from time to time to ensure that they open easily.
11. All flammable substances should be stored correctly away from any source of heat (e.g. chemicals, cleaning fluids).
12. Any incident of fire must be immediately responded to by raising the fire alarm. Warning should be raised to people in the vicinity and the fire tackled only if there is no personal risk. The building should be evacuated by the nearest and safest escape route.

The Health and Safety Committee will be on a yearly basis, carry out a review of this policy and the procedures carried out within it. The review will be based on the experience of implementing the policy over the previous year.

Any changes that the committee feels should be made to the policy, the governing body of the school must first agree procedures, unless any time delay in implementing the change could in itself cause a risk to health and safety.

### **FIRE DRILL:**

When the alarm sounds, the premises must be evacuated by the shortest and safest route by all personnel present in the building. Everyone must assemble in Bethnal Green Park nearby School and no one may enter the building until told by the designated Fire Warden that it is safe to do so. At different times of the day, the procedure will be as follows:

Before school: Evacuate the building and line up in tutor groups. Wait until permission is given to re-enter the building.

During lesson time and break: Pupils must assemble in tutor groups and the register taken. Absentees must be reported and the registers returned. Wait until permission is given to re-enter the building.

At lunchtime: Assemble in tutor groups and wait until permission is given to re-enter the building.

After school: Assemble in tutor groups. Pupils will be dismissed when it is safe to do so. Wait until permission is given to re-enter the premises or to go home. **Follow general emergency procedure.**

### **c) STORAGE AND USE OF HAZARDOUS SUBSTANCES**

1) The manufacturers should label a substance in accordance with the packaging and labeling of dangerous substances regulations.

- i.e.
- a) Clear labeling of name, substances and symbols.
  - b) Have available the names of substances & symbols.
  - c) An indication of risk associated with substance e.g. toxic, corrosive, explosive etc.
  - d) An indication of the safety precautions as lay down by the regulations.

2) All substances should be dated when obtained.

3) Correct storage required depending on type of substance:

- i.e. i) Flammable, ii) Toxic, iii) Corrosive iv) Radioactive.

Each type should be kept in a secure area or separate lockable cabinets.

4) A complete and thorough checklist of all chemicals contained is essential –  
Inventory must be kept.

5) Unwanted chemicals should be properly disposed of and not kept on the school premises.

6) Shelving for chemicals storage must be found, mounted securely and lips fitted to shelves.

7) A regular assessment must be carried out in accordance with the COSHH regulations.

**d). ACCIDENTS**

1. If the accident could cause danger to other pupils, evacuate the room or sound the fire alarm to evacuate the building.
2. If first aid is required follow the procedure described in section above.
3. If help is required summon the nearest teacher or contact the teacher on emergency duty.
4. Details of serious accidents should be entered on an accident report form, which are available from the office.

**5. MAINTENANCE OF BUILDINGS, EQUIPMENTS AND GROUNDS**

**5.1 Buildings and grounds maintenance**

The regular inspection and maintenance of buildings are important for the health and safety of everyone. Buildings and general equipment must be secure (internally and externally) from all aspects of danger such as deterioration of premises through wear including: floor tiling, carpets, doors, windows, stairways, corridors, all electrical connections, ceilings, heating systems, canteen areas, offices, staffrooms and classrooms.

**5.2 Circulation Areas: stairways/corridors/doors/windows.**

1. There should be adequate lighting throughout the building including all rooms, stairways and corridors.
2. Stairways must be fitted with sound bannisters and railings.
3. All floor surfaces should be secured or repaired to avoid danger of slipping or tripping hazards. Worn/broken steps or loose flooring such as loose carpet/tiles should be reported and repaired as soon as possible.
4. Rubbish and litter should never be allowed to accumulate anywhere in the building or grounds as it poses a potential fire risk.
5. Loose, damaged or flaking paint, plaster or plasterboard should be reported immediately to the Health and Safety Officer.
6. All doors should be left free from obstruction.
7. Glass and paneling of doors and windows should be checked and maintained for regular functioning and damage. Windows must be easily open-able to allow for adequate ventilation.
8. The heating system should be regularly serviced and maintained in good order.

**A thorough risk assessment of the indoor and outdoor premises must be carried out and reviewed annually.**

Date Policy Reviewed on: 2<sup>nd</sup> September 2019

Print Name (Chair of Governors): **Maulana Muhammad Abdul Jalil**

Signature (Chair of Governors):

Next Review Date: September 2020

Responsibility for review: Principal / Governors